



STATE OF ALASKA
invites applications for the position of:

AK HIDTA Director (PCN 12T011)

Job Code: 19811

Job Title: AK HIDTA Director (PCN 12T011)

Open Date: 09/20/18

Closing Date: 10/05/18 05:00 PM

Position Open To: All Applicants

Job Type: Full Time

Range: 24

Salary: \$7,479.00 Monthly

Department: Public Safety

Location: Anchorage

Bargaining Unit: Exempt

JOB DESCRIPTION:

The Alaska High Intensity Drug Trafficking Area (Alaska HIDTA) Executive Board is soliciting applications for the position of Director - Alaska HIDTA. This position is a management level position with programmatic responsibility over the operations of the Alaska HIDTA, its various initiatives and management staff.

High Intensity Drug Trafficking Areas (HIDTAs) are regions designated by the Director of the Office of National Drug Control Policy (ONDCP), Executive Office of the President of the United States, that have critical drug trafficking problems that adversely impact the United States. The HIDTA Program functions as a coordination umbrella for federal, state, and local law enforcement agencies in the most critical drug trafficking areas of the country. The Director exercises administrative, fiscal, and programmatic oversight and support to all Alaska HIDTA initiatives. The Director is responsible to ensure coordination with the National HIDTA Program Office, and ensure that HIDTA resources fund and support initiatives that advance the President's National Drug Control Strategy.

The Alaska HIDTA Executive Board selects the HIDTA Director, who will be (an employee of/employed by) the Alaska Department of Public Safety (DPS). The Director will provide the day-to-day programmatic oversight of the Alaska HIDTA initiatives and will receive policy guidance from the Alaska Executive Board and the ONDCP.

The Alaska HIDTA Director is responsible to the Executive Board for ensuring that the policies of the Board are properly carried out by the Director, HIDTA staff, and HIDTA participants and will periodically report to the Board on the status of such compliance.

The duties of the Director include, but are not limited to the following:

- Solicits proposed initiatives and corresponding budget requests from all participating agencies, reviews same and liaisons with the submitting agencies to condense the proposals and annual plan of action for each pertinent component of the Alaska HIDTA in accordance with the Program Guidance published by ONDCP each year.

- Responsible to ensure the preparation of all annual HIDTA reports prior to their submission to the Executive Board for approval.
- Serves as liaison for HIDTA task force and specific initiatives with law enforcement and other public safety agencies, as well as public sector organizations and private vendors interacting with HIDTA.
- Prepares reports and budgets, as directed by the Executive Board and in accordance with ONDCP, DOJ, and Alaska Department of Public Safety standards.
- Hire personnel for the Management and Coordination initiative within the HIDTA program and establishes and maintains administrative procedures for HIDTA related issues.
- Establishes and maintains evaluation mechanisms for the HIDTA initiatives and projects.
- Establishes and maintains HIDTA- wide accounting and inventory systems to ensure compliance with GAO/ONDCP audit procedures. Monitors expenditures to ensure consistency with programmatic objectives and, in the case of grant funding, compliance with OMB/OJP guidelines.
- Recommends HIDTA initiatives site(s), lease space, purchases equipment, and establishes administrative systems for HIDTA.
- Chairs meetings of participant agencies to foster the sharing of information, technology, and case support.
- While having no line authority; contributes to the development, implementation, and continuation of the Alaska HIDTA Investigative Support Center, in consultation with ISC staff and with the Executive Board. Purchases hardware and obtains appropriate system support.
- Provides creative input and direction for the HIDTA, and other duties as determined necessary or assigned by the Executive Board of the Alaska

MINIMUM QUALIFICATIONS:

NOTE - THIS IS AN EXEMPT POSITION. DESIRED EDUCATION AND EXPERIENCE IS AS FOLLOWS:

HIDTA Directors must have extensive experience in the criminal justice profession at the Federal, state, local, or tribal level. After selection, the HIDTA Director must obtain and retain a national security clearance appropriate for the HIDTA Director's duties.

Preference of ten years of employment in a criminal justice related agency with specific management focus. Preference of a Bachelor's Degree from an accredited University or College in a field related to the position. At least three years of executive level management experience preferred. Experience in preparation/management of grant programs and computerized databases are desirable. Degree requirements may be waived based on totality of education and work experience.

PREFERRED SKILLS

- Interpersonal and negotiation skills
- Ability to communicate effectively in written and verbal form
- Budget experience and the knowledge of accounting practices
- Ability to plan and prepare reports and documents
- Knowledge of automated information systems, and the importance of technology
- Proficiency in personal computers desirable
- Prior experience in project management, program management or related skills
- Must have—or be able to acquire and maintain a Top Secret (TS) national security clearance

ADDITIONAL REQUIRED INFORMATION:**SALARY / BENEFITS**

This is a salaried position that is not eligible for overtime. Pay is DOE/Negotiable with a base monthly salary of \$7,479. Salary and benefits may not exceed national ONDCP limits (GS- 15). Optional benefits include participation in PERS retirement, health insurance, and personal leave.

SPECIAL NOTE

This position is an exempt position that serves at the will of the Alaska HIDTA Executive board, in consultation with DPS. The position is contingent on continued ONDCP funding for the Alaska HIDTA and is subject to renewal/performance level on an annual basis, at a minimum. Failure to pass an extensive law enforcement background and failure to maintain or acquire a national security clearance will result in an immediate termination from the position.

EEO STATEMENT

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY) or correspond with the Division of Personnel & Labor Relations at the address above. The State of Alaska is an equal opportunity employer.

CONTACT INFORMATION:**APPLICATION PROCESS**

To apply, please submit (via email, mail or fax) a resume and cover letter to the contact listed below. Workplace Alaska applications will not be accepted for this position.

Leon Morgan, Director

Alaska Criminal Intelligence Center Alaska State Troopers
5700 E Tudor Road Anchorage, AK 99507
leon.morgan@alaska.gov
(907) 375-6485 desk
(907) 375-6496 fax
(907) 250-7033 cell

Applicants must submit their resume and cover letter by 5:00PM on Friday, October 5th, 2018. Please contact the application manager (Leon Morgan) with any questions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://workplace.alaska.gov/>

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AK HIDTA DIRECTOR (PCN 12T011)
JM

PO Box 110201
Juneau, AK 99811
(800) 587-0430 (Statewide toll-free number)
(907) 465-4095 (Juneau and out-of-state callers)

recruitment.services@alaska.gov
